

Kamehameha Schools
Integrating Digital Storytelling in the Classroom
Conducting An Interview
Presented by Bob Hogue – September 30, 2004

1. BEFORE THE INTERVIEW

- Make sure you have a good shot and be aware of your surroundings
- Arrive early to set-up and find a nice shot
 - ✓ make sure there is no back light and you're in "focus"

2. TECHNICAL CHECK

- Make sure you have good sound and be cognizant of the sound
 - ✓ Tip: WIND – use your body as a screen or look for protected area
- Sound check – do a sound check: record and playback
- Balance sound – check to make sure your sound is "balanced"
 - ✓ For example, you might be a "loud" interviewer compared to a "soft-spoken" interviewee.
 - ✓ Tip: No giggling and place one of the two people out of view/sight

3. ACTUAL INTERVIEW

- Manage the area
- Prepare your person (subject/interviewee)
- Be prepared for your interview
- Make the person trust you
 - ✓ make the person feel comfortable (so you're not the only one talking)
 - ✓ compliment them
 - ✓ try to connect in a non-intimidating way
 - ✓ show compassion
 - ✓ make the subject the "important" one
- Be respectful and courteous
- Prepare (ahead of time) "thoughtful" questions
- Show vitality by showing interest, not boredom
- To ask or not to ask, that is the question?
 - ✓ Rule: If the question makes the interviewer feel uncomfortable, then the interviewer should not ask it.

4. Concluding the Interview – "Wrap-up"

- "Is there anything you want to tell me that I didn't ask you about?"
- "Thank you!" – make sure to thank your interviewee.
- Follow-up
 - ✓ get helpful information for any questions later (ex. cell phone #)
 - ✓ your "helper" or assistant should do a sound check during this time